Preliminary Report

Web Application

User's Guide

PRELIMINARY REPORT WEB APPLICATION USER'S GUIDE

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Due Dates
Click **Due Dates** for a listing of the **Dates** for each of the reports.

Logout
Click **Logout** to leave the site.

Select School Year
This is set to default to the **current** school year.

District Contact List
This includes the name, telephone number, and email address of each contact person(s) responsible for the Preliminary Reports.

Preliminary School Report (Part 1) - Fall
Reports for each school the length of day for staff and students, block scheduling, stockpiling, staff assignments, and membership counts.

Preliminary School Report (Part 2) - Fall and Spring (Block)
Reports for each school the total number of classes for all grades, the number of federally funded classes, and the school grade level average.

Preliminary Staff Report - Fall and Spring
Reports for each school the teacher name and number, course code, number of classes, and number of students.

District Wide Personnel – Fall
Report for each district the employee name, license number, and position title.

Preliminary Staff Report – Summer (Sessions 1 & 2)
Reports the teacher name and number, start and end date, credits earned, course code, number of classes and students for summer school (Sessions 1 and 2).

Class Size Report – Fall and Spring
Report shows the total number of schools/classes exceeding EIA for each grade level group and the number of classes.

Deficiency Report – Fall, Spring and Summer
Report shows the deficiency message(s) by specific school and staff for selected school term.

Nearing Deficiency Report – Fall and Spring
Report shows by specific school and selected school term staff teaching outside of endorsement(s).

Expired License Report- Fall, Spring and Summer
Report shows by specific school selected school term staff with expired license.

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All data reported should reflect date of <u>October 1</u>

Preliminary School, Staff and District Personnel Reports

FALL	DUE DATE
Preliminary School Report (Part 1)	October 31
Preliminary School Report (Part 2)	October 31
Preliminary Staff Report	October 31
District Wide Personnel	October 31

SPRING*	DUE DATE
Preliminary School Report (Part 2)	February 15
Preliminary Staff Report	February 15

*All Spring reports should reflect date of 20th day of 2nd semester

SUMMER**	DUE DATE
Preliminary Staff Report (Sessions 1 and 2)	5 days after the opening date of summer school

**All Summer reports should reflect 1st day of session

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Enter or edit the name, telephone number and email address for the person responsible for completing each of the preliminary reports. The following items describe the process to enter, edit, and delete data.

Enter Data
To **enter** a name, telephone number and email address click **Edit** (**Action Column**); then click **Update** to save

Edit Data
To **change and/or correct entries**, click **Edit** then click **Update** to save

If you want to **cancel the change** and/or entry click **Edit** then click **Cancel** the change and/or entry will not be saved

Delete Data
There are two ways to **delete** data entered; click **Delete** in the Delete Column, or click **Edit** and then click **Delete** (Delete Column)

Listed below are examples of a completed **District Contact List** as it would appear for a District:

District Contact List   Example

Report Description	First Name	Middle Name	Last Name	Phone Number	Email Address	Action	Delete
Class Size Deficiency Report	Jane	A	Doe	615-741-1234	Jane.Doe@state.tn.us	Edit	Delete
Deficiency Report	Jane	A	Doe	615-741-1234	Jane.Doe@state.tn.us	Edit	Delete
District Wide Personnel	Jim	B	Smith	615-741-0000	Jim.Smith@state.tn.us	Edit	Delete
Expired License Deficiency Report	Jane	A	Doe	615-741-1234	Jane.Doe@state.tn.us	Edit	Delete
Fall Preliminary School Report (Part 1)	Mary	A	Jones	615-741-0000	Mary.Jones@state.tn.us	Edit	Delete
Fall Preliminary School Report (Part 2)	Mary	A	Jones	615-741-0000	Mary.Jones@state.tn.us	Edit	Delete
Fall Preliminary Staff Report	Jim	B	Smith	615-741-0000	Jim.Smith@state.tn.us	Edit	Delete
Nearing Deficiency Report	Jane	A	Doe	615-741-1234	Jane.Doe@state.tn.us	Edit	Delete
Spring Preliminary School Report (Part 2)	Mary	A	Jones	615-741-0000	Mary.Jones@state.tn.us	Edit	Delete
Spring Preliminary Staff Report	Mary	A	Jones	615-741-0000	Mary.Jones@state.tn.us	Edit	Delete
Summer Preliminary Staff Report	Mary	A	Jones	615-741-0000	Mary.Jones@state.tn.us	Edit	Delete

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Data from EIS extracts has been pre-loaded in this report

Select School
Select from the dropdown menu the school you wish to **enter or edit** data.

School Term (Fall or Spring)
Select either the Fall School Part 1 or the Spring School Part 1 Report.

Effective Date
Each time data is **Saved** the date and time will update.

Block Schedule School (*Required for Spring Reporting)*
Click this box and a **√** will appear in the box. (refers to the 4 x 4 schedule)

Stockpile
Click this box and a **√** will appear in the box. (refer to the **Attendance Manual** http://www.state.tn.us/education/support/approval/attendancemanual/)

Official Length of Day
Teachers': Select from the list the hours and minutes of the official length (contract time) of the **Teachers**' working day.
Students': Select from the list the hours and minutes of the official length of the **students'** day.

Staff Assignments
Enter or edit the number (whole numbers) using the **Tab key** to go to the next cell. Report the number of professional staff filling full-time and part-time positions. *Classroom Teachers include guidance, librarian, and Special Needs teachers.*

Membership/Ethnic
Enter or edit the number (whole numbers) by grade, sex and ethnicity for each school. Use the **Tab key** to go to the next cell.

Membership count is the number of students actually enrolled on the 20th day of the first month of the school year. **Career and Technical Centers** should not complete this section; count their students in their base schools.

Save
Data must be reviewed/edited and Save clicked or a deficiency message will occur indicating report not completed.

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Data from EIS extracts has been pre-loaded in this report

See RESOURCE section for Class Size information including terms defined, averages, maximums and class size calculation

Select School
Select from the dropdown menu the school you wish to **enter or edit** data

School Term
Select either the Fall School Part 1 Report or the Spring School Part 1 Report.

Effective Date
Each time data is **Saved** the date and time will update.

Save
Data must be reviewed/edited and Save clicked or a deficiency message will occur indicating report not completed.

Total Number of Classes
Enter or edit the total number (whole numbers) of classes for all grades in each school using the **Tab key** to go across to the next cell. Count students in resource or speech classes in their grade levels. _**DO NOT REPORT PULL-OUT CLASSES.**_

Number of Federally Funded Classes
Enter or edit the number (whole numbers) of federally funded classes per grade level using the **Tab key** to go across to the next cell. This number should include only self-contained or departmentalized classes. _**DO NOT REPORT PULL-OUT CLASSES.**_ Do not use **federally** funded teachers to meet EIA grade-level averages. Federal funds **can be** used to further reduce class-size below the EIA standards.

School Grade Level Average
Enter or edit the number using the **Tab key** to go to the next cell. After full compliance with the class-size averages on or before November 1, and February 15, the Department will accept fluctuation of the average by grade level groups, **BUT AT NO TIME SHALL THE MAXIMUM CLASS-SIZES BE EXCEEDED.**

Data from EIS extracts has been pre-loaded in this report

Select School
Select from the dropdown menu the school you wish to **enter or edit** data

School Term
Select either the Fall School Part 1 Report or the Spring School Part 1 Report.

Effective Date
Each time data is **Saved** the date and time will update.

Save
Data must be reviewed/edited and Save clicked or a deficiency message will occur indicating report not completed.

Course Codes
Enter the appropriate **Course Code** for all professional personnel using the **Tab key** to go to the next cell. This includes administrators (principals, assistant principals), guidance counselors, librarians, and teachers. **Do not include educational assistants, custodians, cafeteria workers, etc.** Click **Course Codes** to view the current listing of course code names and numbers. *See RESOURCE section for Correlation of Course Codes.* Return to report by clicking **Staff Report**.

STAFF

Editing Teacher Name, Social Security Number, Teacher License Number
In the screen listing all teachers, go to the bottom of the page and click **Save**. Follow the line across, of the teacher information to edit, and scroll to the far right of the page then click **More** (Action Column). This displays the **Staff Member Information Screen** where the editing of the following are completed: Teacher First, Middle and Last Name, Social Security Number and License Number (see **RESOURCE INFORMATION**, **Teacher Number**, Page 20)

Delete Staff
Follow the line across, of the teacher information to delete then click **Save** and scroll to the far right of the page and click **More** (Action Column). This will display the **Staff Member Information Screen**, click the **Delete Record** box and a check mark will appear. Click **Save** and the staff name and course information is deleted and you are returned to the all teachers screen.

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Add New Teacher
Before adding a New Teacher use the **Search** function. (see **SEARCH)** If the teacher is in the Teaching Licensing database, you may add the teacher to the Staff Report. ***Add only*** *1 person to the report at a time.* In the **Staff Report Screen** displaying all teachers, click **New Teacher**. The **Staff Member Information Screen** will appear for entering the First, Middle, and Last Name of the Staff. Enter the Social Security Number and the License Number and click **Save**. If the license number has not been issued, click the **No License** box.

Search
Use this function to **Search** by entering a Teacher's First Name and Last Name, Last Name only, or Teacher Number. After the **Search** results, you may add the teacher by clicking the box **Select** and clicking **Add to Report**. Return to the report by clicking **Staff Report**. ***Add only*** *1 person to the report at a time*

SSN/License Number:	
First Name:	
Last Name:	
	Search

ROTC Instructor
Enter the ROTC teacher's name, social security number and teacher license number then click **Save**. Return to the all teachers screen by clicking **Staff Report.**

Special Education Teacher
When a class has more than one type of exceptionality, enter the Course Code reflecting the exceptionality of the majority of the students.

University Teacher
Report University Teachers teaching classes physically located in the school. Enter the first, middle, last name and the Social Security Number. Indicate the staff is a **University Teacher** by clicking the **University Teacher** box in the **Staff Member Information Screen** then click **Save**. Return to the all teachers screen by clicking **Staff Report.**

COURSE INFORMATION

Enter Course Code Data

Enter data for the **Course Code, Number of Classes** and **Number of Students**. The report shows enough cells to enter data for four (4) course codes, classes and students in the main report screen. If you need to enter additional courses information for a teacher, click **Save** in the Staff Report then click **More** in the Action Column. The **Staff Member Information Screen** will be displayed. Scroll to the bottom of the page to **Courses Taught** and enter Course code, number of classes and number of students.

Courses Taught:

Course Code	Class Count	Student Count	Action	Delete
				Add

Delete or Edit Course Code Number

Click **Save** and follow the line across, of the teacher information to delete then scroll to the far right of the page and click **More** (Action Column). This will display the **Staff Member Information Screen**. A Course Code Number may not be edited, the entire line must be deleted. First, go to the bottom of the page for **Courses Taught** then click **Delete.** Enter the correct Course Code Number, Class Count and Student Count then click **Save**.

Courses Taught:

Course Code	Class Count	Student Count	Action	Delete
200	1	18	Edit	Delete
				Add

Number of Classes

Enter the total number of classes taught per Course taught. Each class counts as one class regardless of the length of the class. Do not enter class numbers for full-time administrators, guidance counselors, librarians or inclusion teachers.

If a teacher is teaching more than 1 class of the same course, enter as follows:

(EXAMPLE)

Course Number: 842   Number of classes: 2   Number of students: 40

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Number of Students
Enter the total number of students enrolled in each course code. **Do not enter student numbers for full-time administrators, resource teachers, guidance counselors or librarians**.

Edit Number of Classes and Number of Students
Follow the line across, of the teacher information to delete then click **Save** and scroll to the far right of the page and click **More** (Action Column). This will display the **Staff Member Information Screen**. In the line where the Class Count and/or Student Counts need to be changed, click **Edit.** This makes the cells become active, and you may enter the correct information in both the number of classes and students; then click **Update** and this saves the changes.

Courses Taught:

Course Code	Class Count	Student Count	Action		Delete
200	1	18	Update	Cancel	Delete

Unstructured Adult High School Class
Use the Course Code listed in Grades 9-12, Specialized Assignments. If the class is a **structured Adult High School class**, use the specific **Course code** for the class taught.

Data from EIS extracts has been pre-loaded in this report

Complete this report at the District level Central Office personnel.

Do not report superintendent/director of schools or any **contract** **district wide personnel.**

Effective Date
Each time data is **Saved** the date and time will update.

Edit Staff Name, Social Security Number, License Number & Position
Click the **Employee Name** and the Staff Member Information Screen displays. Edit the name, Social Security Number, License Number and Position title then click **Save**. Click **District Personnel List** to return to the screen displaying all District Wide Personnel.

Add Staff
Click **Add Staff** and the **Staff Member Information Screen** displays. Enter the staff name, social security number, and license number information. Select from the dropdown menu the position code and title then click **Save**. *Only 1 person can be added to the report at a time.* Click **District Personnel List** to return to the screen displaying all District Wide Personnel.

Staff Member Information

District:	USA District
First Name:	[ ] (required)
Middle Name:	[ ]
Last Name:	[ ] (required)
Prev Last Name:	[ ]
SSN:	[ ] 9 digits.
License Number:	[ ] 9 digits.
No License:	☐
Position:	--Select One-- ▼ (required)
	Save

Delete Staff
Click **Delete** on the line of the staff no longer employed and this will remove the name from the District Wide Personnel list.

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Submit information if you are offering summer school programs for the purpose of promoting students in Grades K-8 or awarding credit to students in Grades 9-12. Year-round schools do not submit Summer School information. Adhere to all class size requirements. A minimum of 133 contact hours is required to earn one unit of credit and 66.5 hours for one-half credit. Do not report Enrichment, Remedial or Credit Recovery Programs.

Each teacher must be fully licensed and endorsed for subject taught; therefore, no waiver or permit is allowed. A teacher may not teach up to two classes of one course outside the endorsement area.   A teacher may not combine English I and English II into the same class period.

Enter Data

In the Main Menu, select Summer School Session 1 or Session 2. You will choose Session 2 if you are operating more than one session. After picking the appropriate report, go to the School dropdown menu and select the school for data entry. A blank screen appears with the message **No Staff Records on File. Click on New Teacher from menu to add a teacher.** Enter the Name, Social Security Number and License Number then click **Save Staff Info** the message **Database updated** will appear and the cells open to enter course information.

SAMPLE Staff Member Information - Summer School Session 1

School:	Alamo Elementary (0005)
First Name:	Jane (required)
Middle Name:	
Last Name:	Doe (required)
Prev Last Name:	
SSN:	11111111 (required)
License Number:	11111111
Delete Record:	☐

Save Staff Info

Database updated.

Courses Taught:
(Note: courses are saved separately from Staff Info. Use Add, Edit, and Delete below to modify Courses Taught.)

Course Code	Class Count	Student Count	Begin Date/Time	End Date/Time	Grades 9-12 only Credits Earned (Hours)	Action	Delete
3081	1	10	Date: 7/3/2008 07 : 30 am	Date: 7/10/2008 12 : 15 pm	133		Add

Enter Courses Taught Information

Enter the Course Code, Class Count and Student Count, using the Tab key to go to the next cell. In the Begin Date/Time cells there is a dropdown box for the hours, minutes, am and pm. Enter the Credits Earned (hours) only if the course is a 9-12 subject and then click **Add**. This will save the information and display an additional line of cells if entering more course information. Click **Display All Teachers** to return to the Staff Report.

Edit Staff and Course Information

In the Staff Report, click the **Last Name** of the teacher you want to edit staff and course information. This displays the Staff Member Information screen and the Courses Taught. You may edit the name, social security number, and license number then click **Save Staff Info**. This will update the database reflecting the changes. You may also **delete** a staff in this screen by clicking the **Delete Record** box and a check mark will appear then click **Save Staff Info**.   This will update the database to delete the record marked. Scroll to the **Courses Taught** section at the bottom of the page and click edit to make changes to the class count, student count, date, time and credits earned then click **Update** to save. If you have an incorrect course code, you must click **Delete** and enter in the new row of cells the correct course code, class count, student count, date, time and credits earned then click **Add**. Return to the Staff Report by clicking **Display All Teachers**.

Search

Use this function to **Search** by entering a Teacher's First Name and Last Name, Last Name only, or Teacher Number. After the **Search** results, you may add the teacher by clicking the box **Select** and clicking **Add to Report.** The Staff Report appears and you will click **Last Name**, which goes to the **Staff Member Information** screen, and enter the **Courses Taught** as described above. ***Add only*** *1 person to the report at a time.*

SSN/License Number:	
First Name:	
Last Name:	
	Search

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*See RESOURCE section for Class Size information including terms
defined, averages, maximums and class size calculation*

CLASS SIZE DEFICIENCY REPORT
Select Fall or Spring **School Term** from the dropdown menu.

Analyze Data
After reviewing and/or editing data in the appropriate School Part 1 and School Part 2 reports click **Analyze Data** to produce the **Class Size Deficiency Report**. The **Class Size Deficiency Report** shows by School Totals by grade groupings and number of classes as listed below:

Grades K-3 Grade Level Group Average Exceeding EIA Grade Level Average of 20
Grades 4-6 Grade Level Group Average Exceeding EIA Grade Level Average of 25
Grades 7-12 Grade Level Group Average Exceeding EIA Grade Level Average of 30
Vocational Grade Level Group Average Exceeding EIA Grade Level Average of 20

If there are no over-size class deficiencies, the report will produce the message **No Deficiencies**.

Full compliance for Class Size Averages must be met on or before **November 1, 2007 for Fall** and on or before **March 1, 2008 for Spring**. The State Department of Education will accept fluctuation of the average by grade level groups, but at no time shall the maximum class-sizes be exceeded.

Effective Date
Each time data is **Analyzed** the date and time will update.

Print
Click **Print** to print the **Class Size Deficiency Report.**

Sort Data
To **sort** Report click **any column heading** and the information will appear in ascending order. The sorted column will have the heading highlighted in yellow.

Effective Date
Each time data is **Analyzed** the date and time will update.

Print
Click **Print** to print **Reports.**

Sort Data
To **sort** Report click **any** **column** **heading** and the information will appear in ascending order. The sorted column will have the heading highlighted in yellow.

DEFICIENCY REPORT
Select either Fall, Spring, Summer 1 or Summer 2 in the **School Term** from the dropdown menu.

Analyze Data
After reviewing and/or editing data in the appropriate Staff reports click **Analyze Data** to produce the **Deficiency Report**. This report contains the teacher name, license number, school number, school name, license type/endorsements currently held, deficiency message, course number, course name, total number of classes per course, and endorsements required for course. If there are no deficiencies, the report will produce the message **No Deficiencies**.

NEARING DEFICIENCY REPORT
Select either Fall or Spring in the **School Term** from the dropdown menu.

Analyze Data
Click **Analyze Data** to produce the **Nearing Deficiency Report** from the most current data entered. This report shows the teacher name, teacher number, school number, school name, course number, course name, and number of classes taught outside of endorsement.

EXPIRED LICENSE REPORT
Select either Fall, Spring, Summer 1 or Summer 2 in the **School Term** from the dropdown menu.

Analyze Data
Click **Analyze Data** to produce the **Expired License Report** from the most current data entered. This report shows the teacher name, teacher number, school number, school name, license type and expiration date. If there are no deficiencies, the report will produce the message **No Deficiencies**.

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Block Schedule
Uses a semester block schedule of 4 x 4

Classes Career and Technical Education Classes
CTE courses that have a Career and Technical Education Program Code (CTEC) assigned should be evaluated and counted as Career and Technical Education Classes.

Classes Excluded from Class Size Reports – Fall and Spring Part 2
> Elementary Pullout Classes
> Art (major/minor portion of day)
> Music (major/minor portion of day)
> Physical Education (major/minor portion of day)
> Elementary Special Education
> Computer Technology (instructor)
> Instrumental Music
> ROTC (effective 2007-08)
> Vocal Music
> Secondary Special Education Pullout Classes
> Typewriting

Classes Departmentalized
Middle and/or junior high departmentalized classes are when students move on individual schedules (**not as a class unit**) from one teacher to another. Report as individual classes just as 9-12 classes are reported.

Classes Federal
School Class Size Report requires the number of federally funded and non-federally funded classes taught for each grade level and other predefined grades to generate class size. It is necessary to collect the total number of federally funded classes taught for each grade level in all schools in software program and extracts sent to EIS. The schools need to flag that a staff member's specific class assignment is federally funded. A staff member may be 100% federally funded or they may be less that 100% federally funded. Also, a staff member may have a current assignment code of "FD' and not be assigned to a federally funded class. This rule applies to the following grades: Kindergarten, Grades 1-8, Transitional Grades 1-8, Ungraded Grade Structured (Multi-graded), Grades 9-12, CTE, and Special Education Grade N.

Classes Multi-Age Structure
There are designated course codes for Multi-Age Structure. Examination of student instructional grades determines if the class is an illegal split.

Classes Ungraded Multi-Age Structure
Ungraded (**multi-age**) classes educate pupils of various ages and levels of ability together. The average size specified for the grade levels involved in ungraded (multi-age) classes will be the **maximum size allowed** in such classes, notwithstanding the maximum size otherwise allowed. In **ungraded** (**multi-age)** classes with grades that have different averages specified, use the average for the lowest grade level involved in the class to **determine the maximum class size**.

Classes Self-Contained
Report Pre-K, Kindergarten, Elementary, Middle and/or Junior High classes that are self-contained as one class per teacher.

Classes Self-Contained (Report Card)
Classes where students stay with one teacher all day but scheduled into different subjects for report card purposes report as self-contained departmentalized and counted as one class.

Classes Special Education (Grade N)
Classes containing **all students** with Special Ed Options 7, 8 and 9.

Classroom Teachers
Classroom Teachers include guidance, librarian, and Special Needs teachers. List all teachers, including contract of less than 200 days, who teach students.

Class Size
Class size is the actual number of students enrolled in each class on the day the report is completed.

Class-size Maximums and Class-Size Averages
Traditional and block schedule schools must be at or below the class-size maximums and class-size averages as stated in:

TCA, Section 49-1-104. **Maximum class size - Waiver - Split-grade classes**

> (a) It is the intent of the general assembly that every LEA move expeditiously and promptly towards the goals established in this section, and to that end, effective four (4) years from the date the basic education program is fully funded, neither the commissioner nor the state board of education shall grant waivers from the maximum class sizes established in this section. Every public local school system shall have as a policy that pupil-teacher ratios should not exceed the averages prescribed in this section. In no school building shall the average, though any individual class within that unit may exceed the average; provided; that no class shall exceed the prescribed maximum size.

Maximum Class Size

Grade Level	Average	Maximum
K-3	20	25
4-6	25	30
7-12	30	35
CTE	20	25

NOTE: *No underlined individual class shall exceed the prescribed maximum size*

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Class Size Pre Kindergarten

> **Rule 0520-1-3.05(5)** requires **Pre-Kindergarten** programs to be staffed by at least one teacher for each 20 children and additional educational assistants or other personnel as are required to meet the adult/child ratio standards specified by the State Department of Human Services and administered by the State Department of education.

Class-Size Reduction funds

Districts cannot use federal funds, including Class-Size Reduction funds, <u>to</u> <u>meet</u> the class-size standards established by the Education Improvement Act (EIA). Federal funds can be used to further reduce class-size <u>below</u> the EIA standards.

Course Codes

Hold down the control button and click on the link to open the 2007-08 Correlation of Course Codes. http://www.state.tn.us/education/support/approval/2007-2008CorrelationofCourseCodesEndorsements.shtml

Membership

Number of students actually enrolled on the first month and 20th day of the school year.

School Grade Level Average

Total the number of students in each designated grade level class reported. Divide by the number of classes at the respective grade level to determine the grade level average. The number is carried to two (2) decimal places, e.g., 19.59. *does not apply to Pre-Kindergarten, Ungraded (multi-age) and Special Ed (Grade N)*

Students' Day

List the hours and minutes of the official length of the **students'** day.

Summer School

Programs offered for the promotion of students from one grade to the next or for the awarding of credits. A minimum of 133 contact hours required to earn one unit of credit and 66.5 for one-half credit. Each teacher must be fully licensed and must be endorsed for subject taught. Teacher may not teach on a Waiver or Permit. Teacher may not teach up to two classes of one course outside the endorsement area. You may not combine English I and English II into the same class period. Year-round schools do not need to submit Summer School information. ***Do not report*** the following programs for Summer School: enrichment, remedial, credit recovery

> **Rule 0520-1-3-.03** Summer schools shall be under the control and management of the local board of education having jurisdiction.

Teacher-Substitute

Person employed in position requiring a valid Tennessee Teacher License.

Teachers' Day

The hours and minutes of the official length (contract time) of the **Teachers**' working day.

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Teacher Number

The Tennessee Teacher License contains numbers only, no letters. When issuing a **new** license, for an individual who has never held a Tennessee Teacher License, the social security number will be their teacher number. The new system assigns a "unique" Teacher number to each educator. This number is not their SSN. However, we will maintain the SSN information for all teachers in a format that is password protected. **We will continue to search for teachers by SSN as well as the formerly used Teacher/Reference Number.**

Teaching Outside of Endorsement

> **0520-1-2-.03 (2)** A teacher may teach up to two sections of one course outside the area of endorsement. For a teacher to teach more than one course or more than two sections of one course outside the area of endorsement, an employment standard waiver must be requested and approved. Teachers assigned two or more sections of a course outside the area of endorsement before June 30, 1976 may continue to teach those courses until a new assignment is made by the local school officials.

Tennessee Rules & Regulations

Tennessee Rules & Regulations, Chapter 0520-1-2
http://state.tn.us/sos/rules/0520/0520-01/0520-01-02.pdf) hold down the control button and click on the link to open.

University Teachers

University Teachers teaching classes physically located in the school should be included in the Preliminary Report.

> **0520-1-2-.03 (5)** A teacher with a license endorsed in a subject 7-12 may teach any subject in **grade six** covered by the endorsement.

Waivers

Waiver application, guidelines and instructions located at the following web address:
http://www.state.tn.us/education/support/approval/2007-2008CorrelationofCourseCodesEndorsements.shtml included in the Preliminary Report